DEFENSE CONTRACT MANAGEMENT AGENCY

DCMA

ACQUISITION INSIGHT GLOBAL ENGAGEMENT

# SMIL 101/U07, DCMA Multi-Functional Support to NASA

## Distributed Learning Course

Rev 1, June 2010

# Contents of the SMIL101/U07 User's Guide

The User's Guide consists of the following:

- Background
- Course Information
- How to Access the Course
- How to Create a Student Account
- Logging In
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- Course Layout
- Home Page/Course Menu
- Required Modules
- Navigating Through the Course
- Final Exam

# Background

- NASA played an important role in the initial creation of this course and like NASA Workmanship Standards Training, the SMIL101/U07 Course requires initial certification, followed by periodic recertification.
- The SMIL101/U07 Course is **mandatory** for personnel and First Line Supervisors (FLSs) supporting NASA Letters of Delegation (LoDs).
- The course is meant to be taken individually and is a self-paced course.
- The Letter of Delegation (LoD) template in Appendix C of NPR 8735.2A states, DCMA must insure that all personnel who have functional responsibilities on LoDs, complete SMIL101/U07 Multifunctional Support to NASA (distributed learning course).

# Course Information

- Students must complete all required modules and click on all hyperlinks within the course. At the end of the course, the final exam will not be visible if all the links are not selected.
- The software monitors your progress as you step through the course.
- The software records, in a system file, completion of the final exam, score, and date for certification and recertification purposes.
- The only way you will be given credit for SMIL101/U07 is by using the system correctly and obtaining a passing final exam score.

# Course Information (cont)

- Students must achieve 80% or better on the final exam to receive certification in U07.
- A certificate is automatically displayed on the computer screen when the minimum score is achieved.
- The student must print the certificate and provide a copy to the FLS.
- The FLS will ensure the appropriate records and automated system(s) reflects successful completion of the course.

# Course Information (cont)

- Recertification is required every three (3) years by retaking the course.
- You must create a new log in and password that is different from the prior one used.
- If you use the same log in as your initial certification, the final exam will not open.

# Course Information (cont)

Students shall:

- Complete SMIL101/U07 before executing NASA LoDs.
- Obtain recertification in advance of certification expiration date.
- Notify the FLS immediately upon failure
- Obtain approval from the FLS for a reset if it's the first failure.
- Successfully complete SMIL101/U07 before independently performing activities on a NASA LoD.

# Course Information (cont)

- The FLS shall:
  - Determine if the student should be allowed a reset after the first failure.
    - Provide approval to the SMIL101/U07, Course Administrator for reset.
  - Ensure only students who have successfully completed SMIL101/U07 are supporting NASA LoDs.
  - Ensure personnel complete recertification prior to certification expiration.

# Course Information (cont)

- The FLS (cont):
  - Ensure students with two (2) exam failures (per functional specialty) are not working on NASA LoDs without:
    - an evaluation of the specialist's support by the FLS and CMO Leadership.
    - a determination if failure will adversely affect support to NASA.
    - a documented decision/rationale as to whether the student should continue to support NASA LoDs.

# How to Access the Course

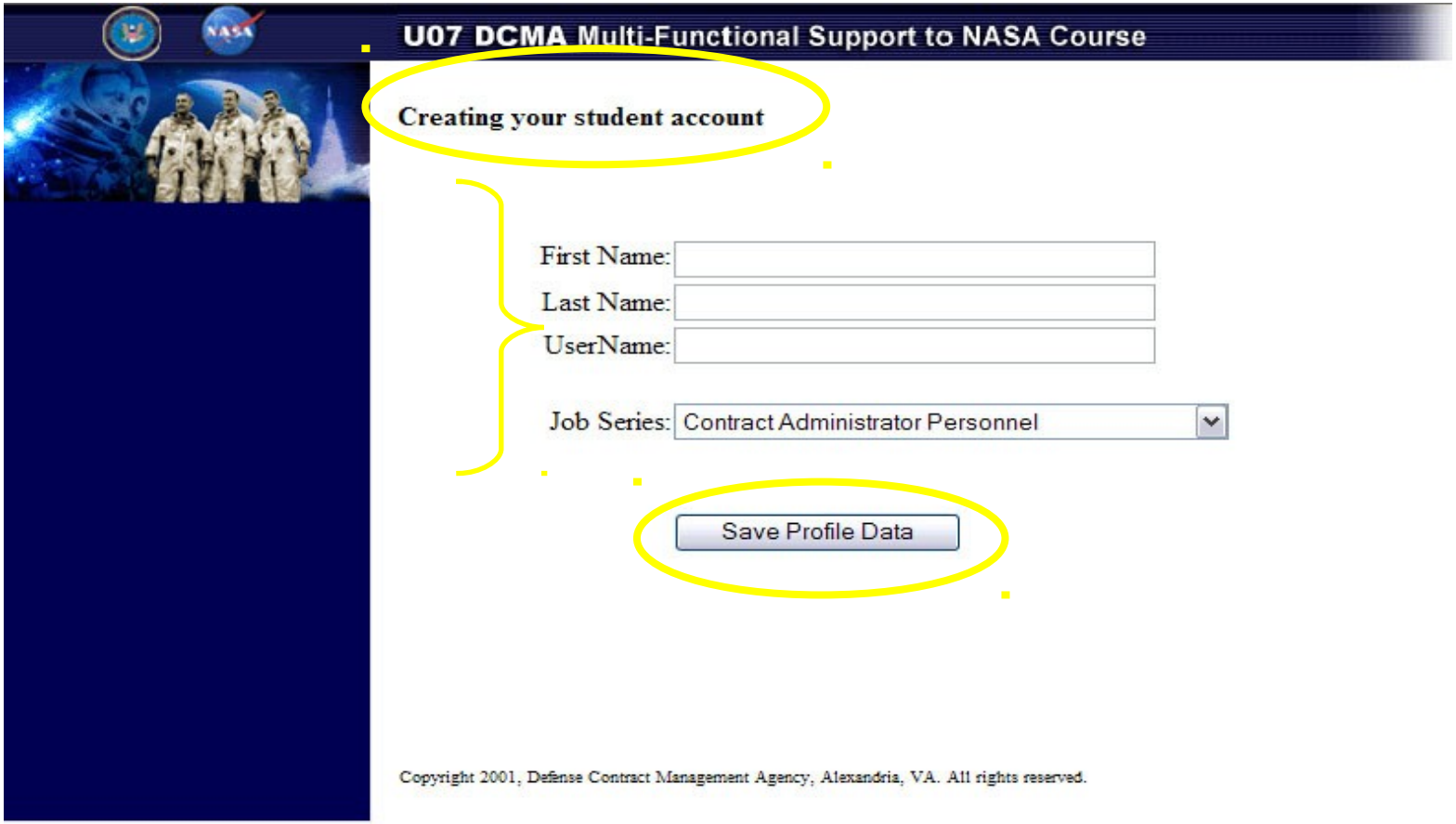
- If you have a direct connection to the DCMA network, then proceed to home.dcma.mil and click on the Telework Portal link. Select the U07 icon under Important Information.
- If you are having trouble accessing U07 using the steps above, or are a remote or dial up user, you must access U07 through the Terminal Server, see Telework and Remote User Guide.
- The Terminal Server is accessed by clicking the Telework Portal link. Select the appropriate Regional Portal. Select Terminal Server and then select the appropriate Terminal Session. Once logged into Terminal Server open Internet Explorer. Click on the U07 icon.

# How to Create a Student Account

Create a student account by selecting the "New Account" link located below the Submit button.

# How to Create a Student Account (cont)

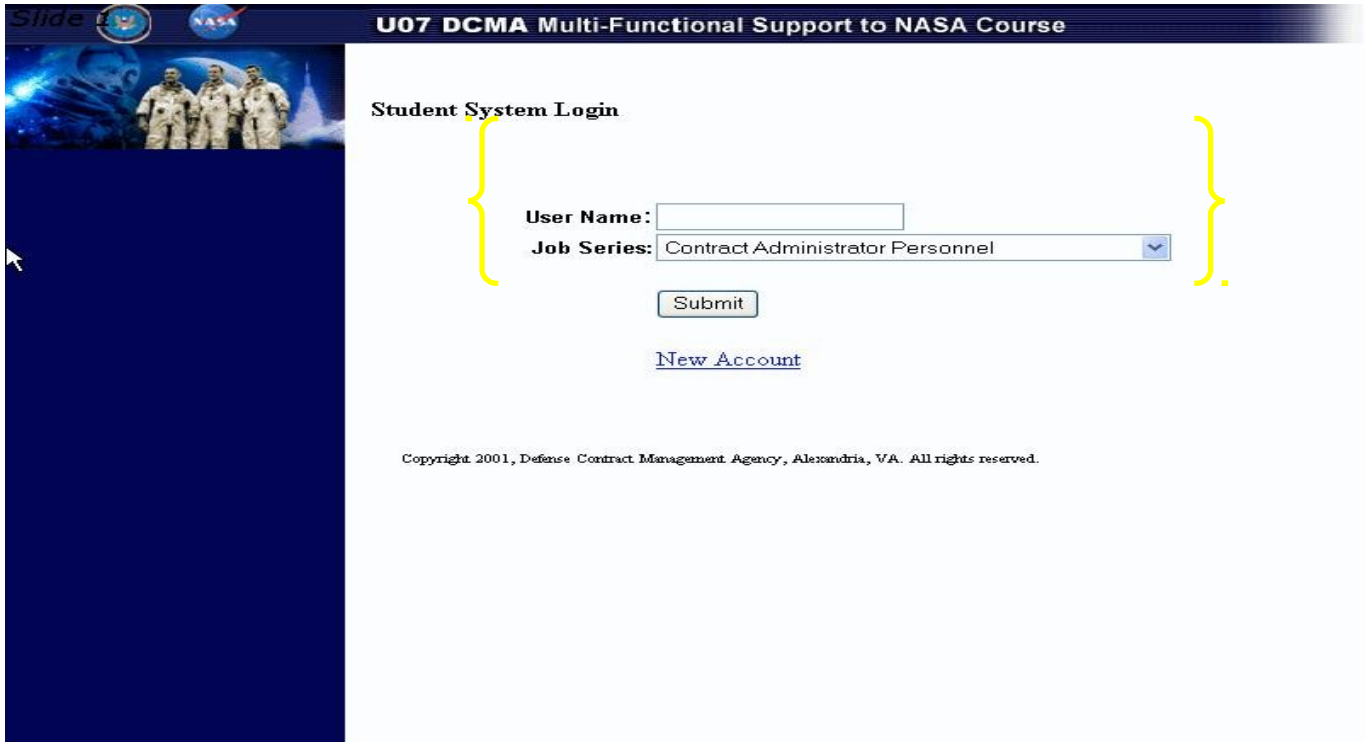
The “Creating your student account” screen then is displayed. Complete all the fields and select the “Save Profile Data” button to save



# How to Create a Student Account (cont)

When you successfully create an account the “Student “Student System Login” is displays.

The system defaults to the Contract Administrator job series

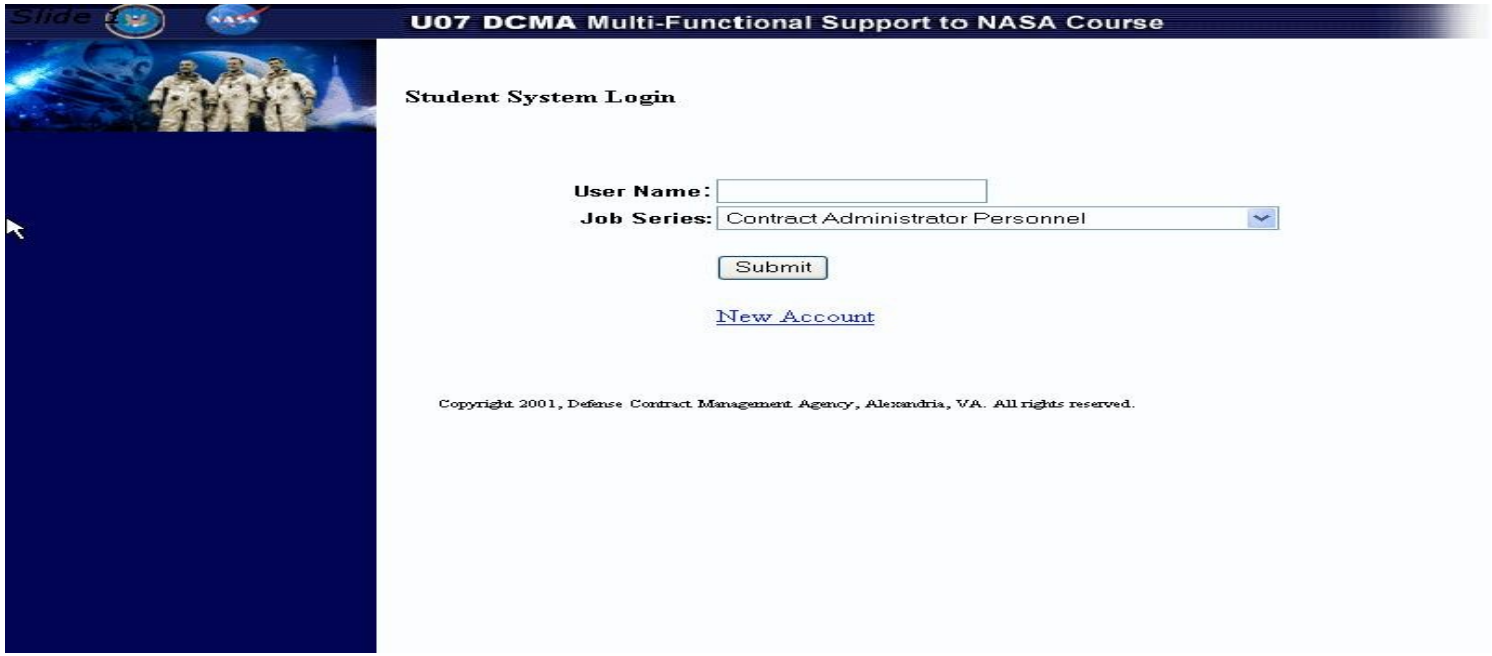


# How to Create a Student Account (cont)

After logging in the Home Page/Course Menu is visible. You are now able to edit your account, view the required modules and log out of the course. The final exam link will not be selectable until the all required modules have been

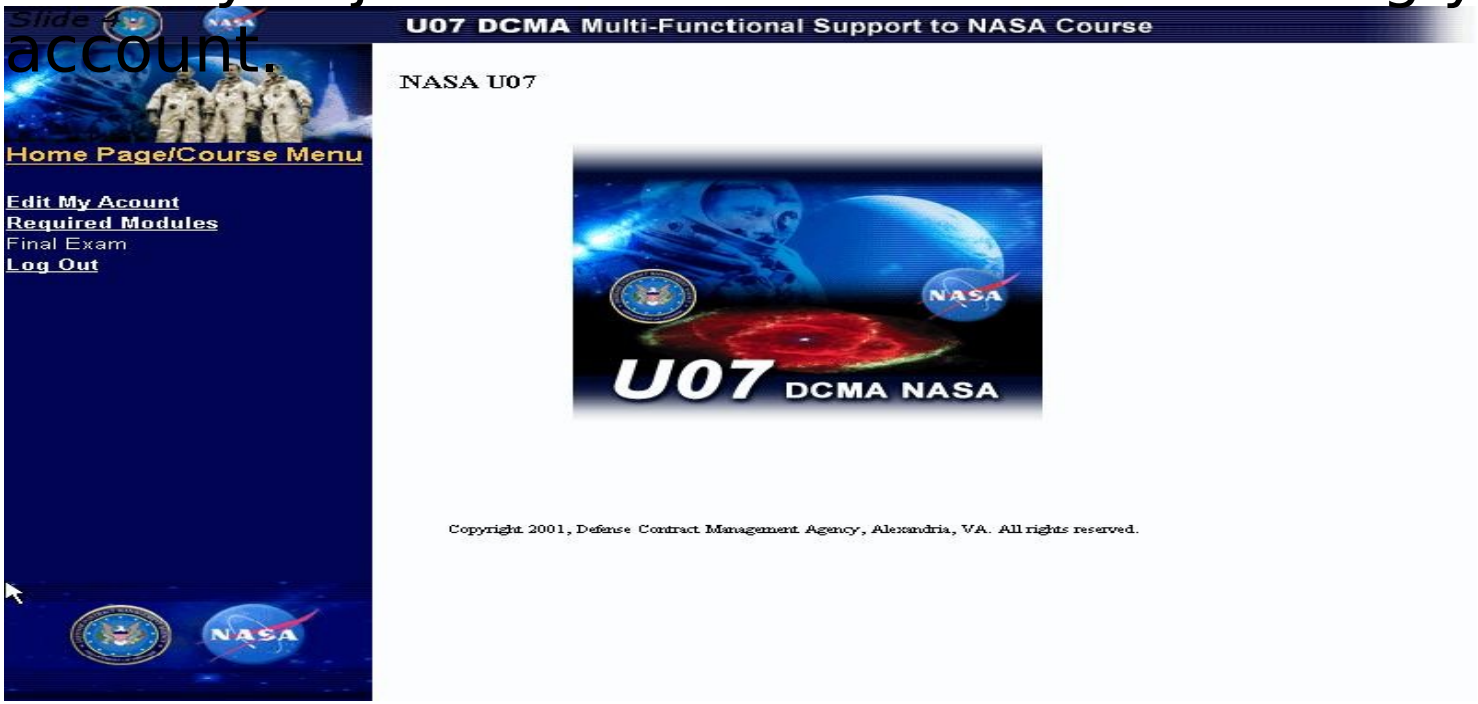
# Logging In

You are now able to log on with your user name and job series. After entering your user name and series click submit to get the U07 home



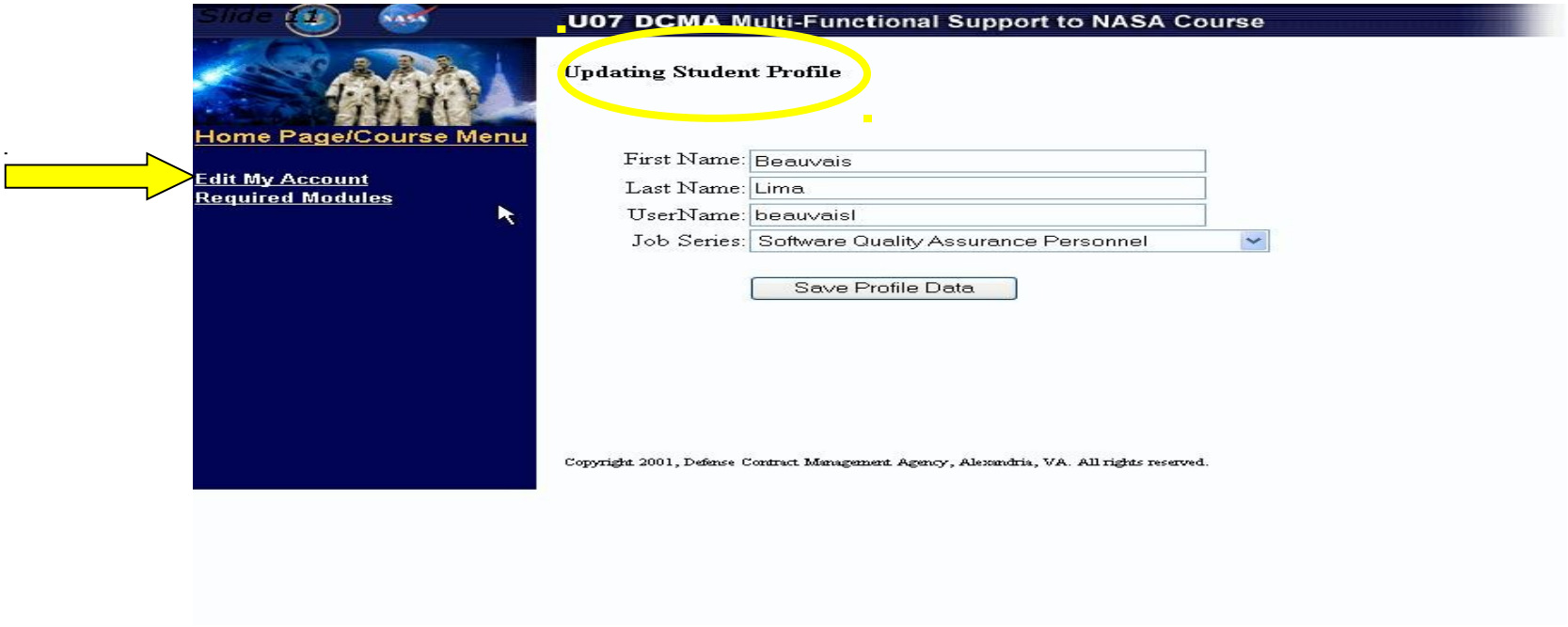
# Logging In (cont)

When a valid user name and job series are submitted, the U07 Course screen is displayed. If you need to stop the course before you finish, remember to log in with the user name and job series you just created. Let's discuss editing your account.



# Editing An Account

You will need to edit your account if you are performing multiple functions (i.e. Quality Assurance (QA) and Program Integration (PI); need to change your user name; or need to make a name change. Click on the Edit My Account link and the "Update Student Profile" screen is displayed.


U07 DCMA Multi-Functional Support to NASA Course
Home Page/Course Menu
Edit My Account
Required Modules
Updating Student Profile
First Name: Beauvais
Last Name: Lima
UserName: beauvaisl
Job Series: Software Quality Assurance Personnel
Save Profile Data
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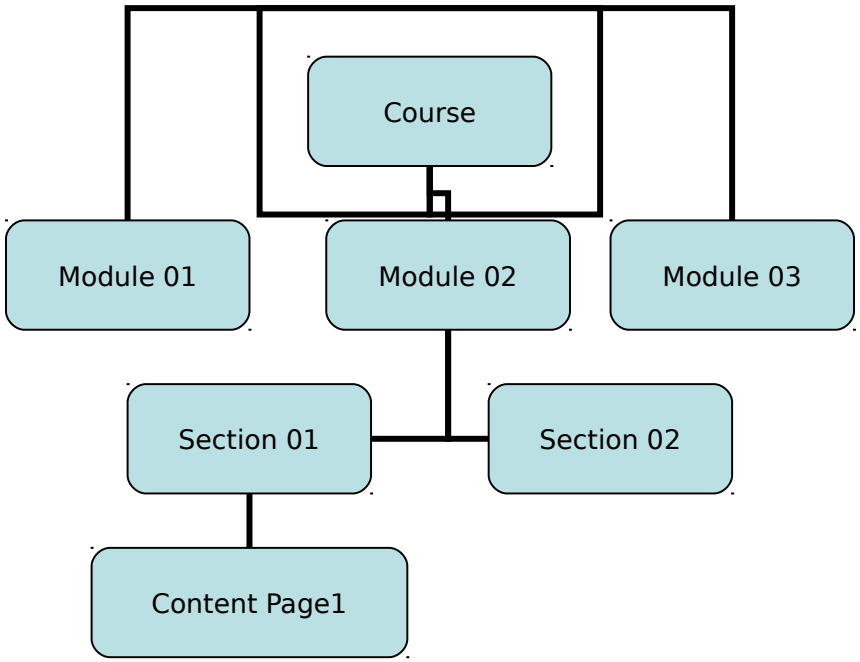
# Editing An Account (cont)

- Modify the fields in your student account by:
  - Changing your User Name
  - Changing the Job Series
  - Changing your last name (in the event it changes)
- Click the “Save Profile Data” button to save changes.
- If you are supporting NASA in more than one functional series, your user name must be changed to one not previously used.
- After changing your job series, modules previously completed by you are credited and only the new job series modules will require completion.
- If you can not edit your account, contact the U07 Course Administrator for assistance.

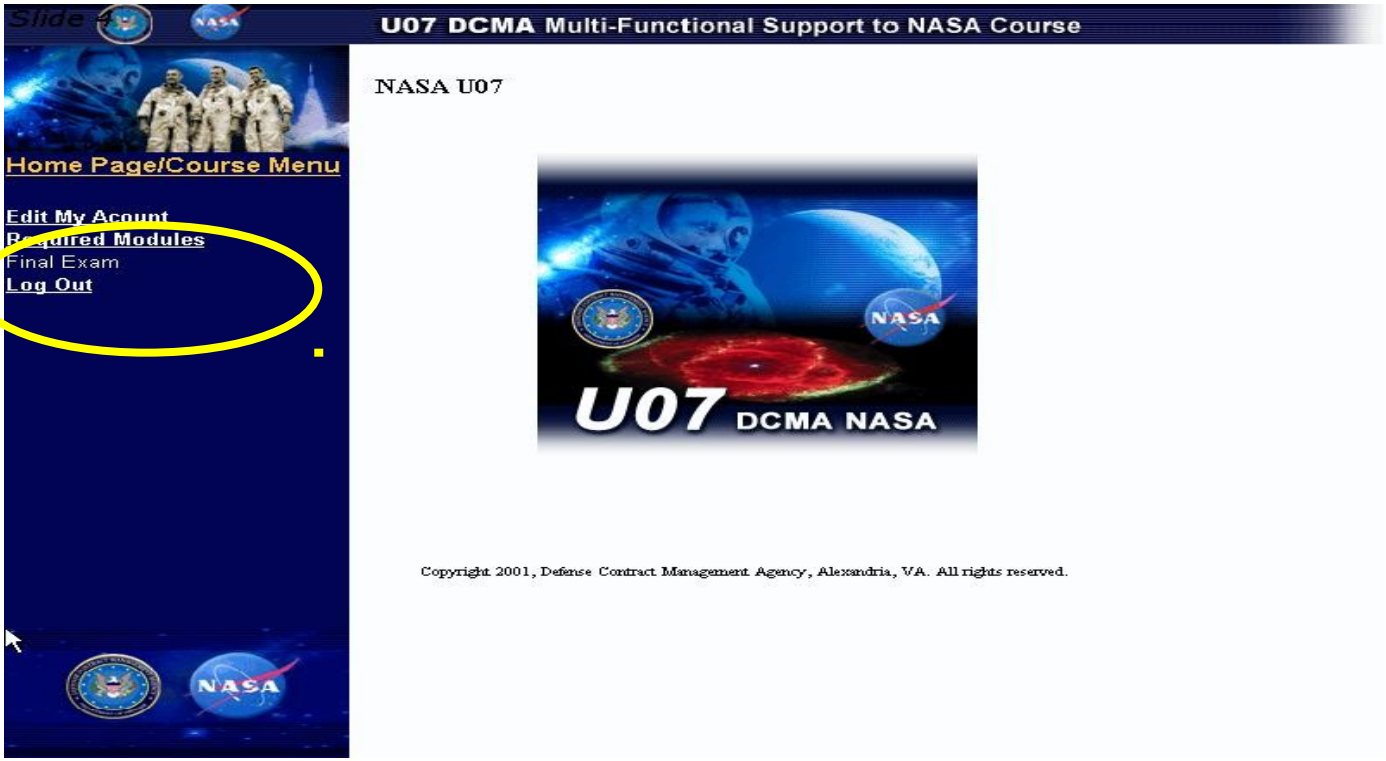
# The U07 Course Layout

The DCMA Multi-Functional Support to NASA, U07 Course is made up of 20 modules. Each module contains one or more sections and each section contains one or more content pages.



# Home Page/Course Menu

## Log into U07 screen



# Home Page/Course Menu (cont)

When the Home Page / Course Menu option is selected (by placing the cursor over the title and clicking), all the course modules are displayed: You will see the U07 Course Menu Modules 1-20

Course Module Menu - Windows Internet Explorer
https://webapps.dcma.mil/nasa_u07/courseMenu.php
File Edit View Favorites Tools Help
Course Module Menu
U07 DCMA Multi-Functional Support to NASA Course
Home Page/Course Menu
Edit My Account
Required Modules
Final Exam
Log Out
Course Menu
Module 01 Introduction to U07
Module 02 The NASA/DCMA Relationship
Module 03 DCMA Policy in Support of NASA
Module 04 Communication
Module 05 Reimbursable Process
Module 06 Space Flight Awareness
Module 07 Delegation Process
Module 08 Risk Management
Module 09 Contract Administration
Module 10 Program Integration
Module 11 Engineering
Module 12 Earned Value Management System
Module 13 Property Administration
Module 14 Plant Clearance
Module 15 Quality Assurance
Module 16 Industrial Safety
Module 17 Production Surveillance
Module 18 Software
Module 19 Supervisors
Module 20 Training Requirements
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Local intranet
100%

# Home Page/Course Menu (cont)

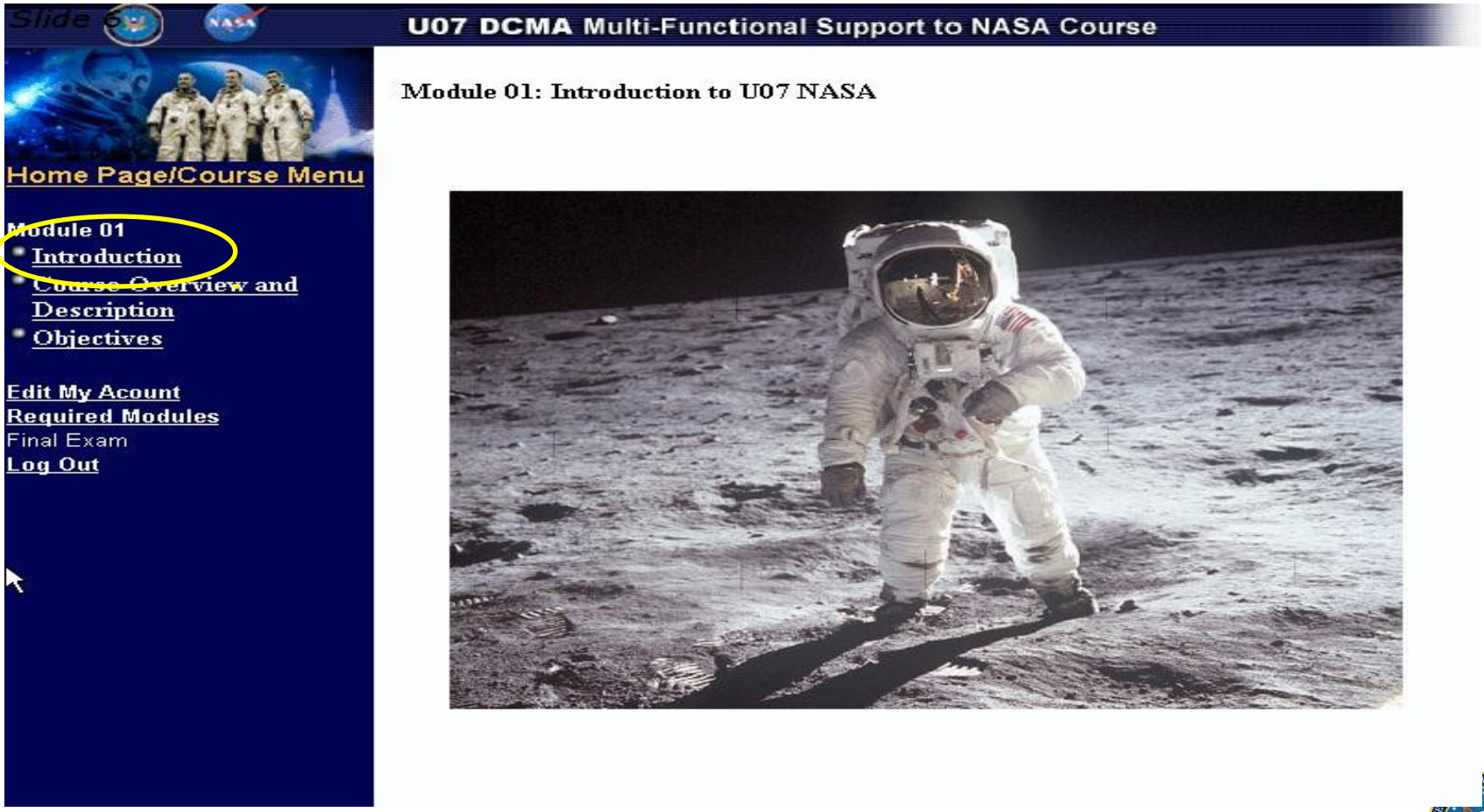
- You may move from or exit the Home Page/Course Menu screen by:
  - Selecting a module
  - Selecting the Edit My Account link
  - Selecting the Required Modules link
  - Selecting the Log Out link
- To open a Module, place the cursor over title and select
  - Example: When the Module 1 - Introduction to U07 NASA option is selected, the module section's front page is displayed as shown on the following screen

# Home Page/Course Menu (cont)

- Each module contains one or more sections Sections are listed as bullets:
  - Introduction
  - Course Overview
  - Objective
- Select a section bullet to start a module.
- The section content is displayed as shown on the following screen.

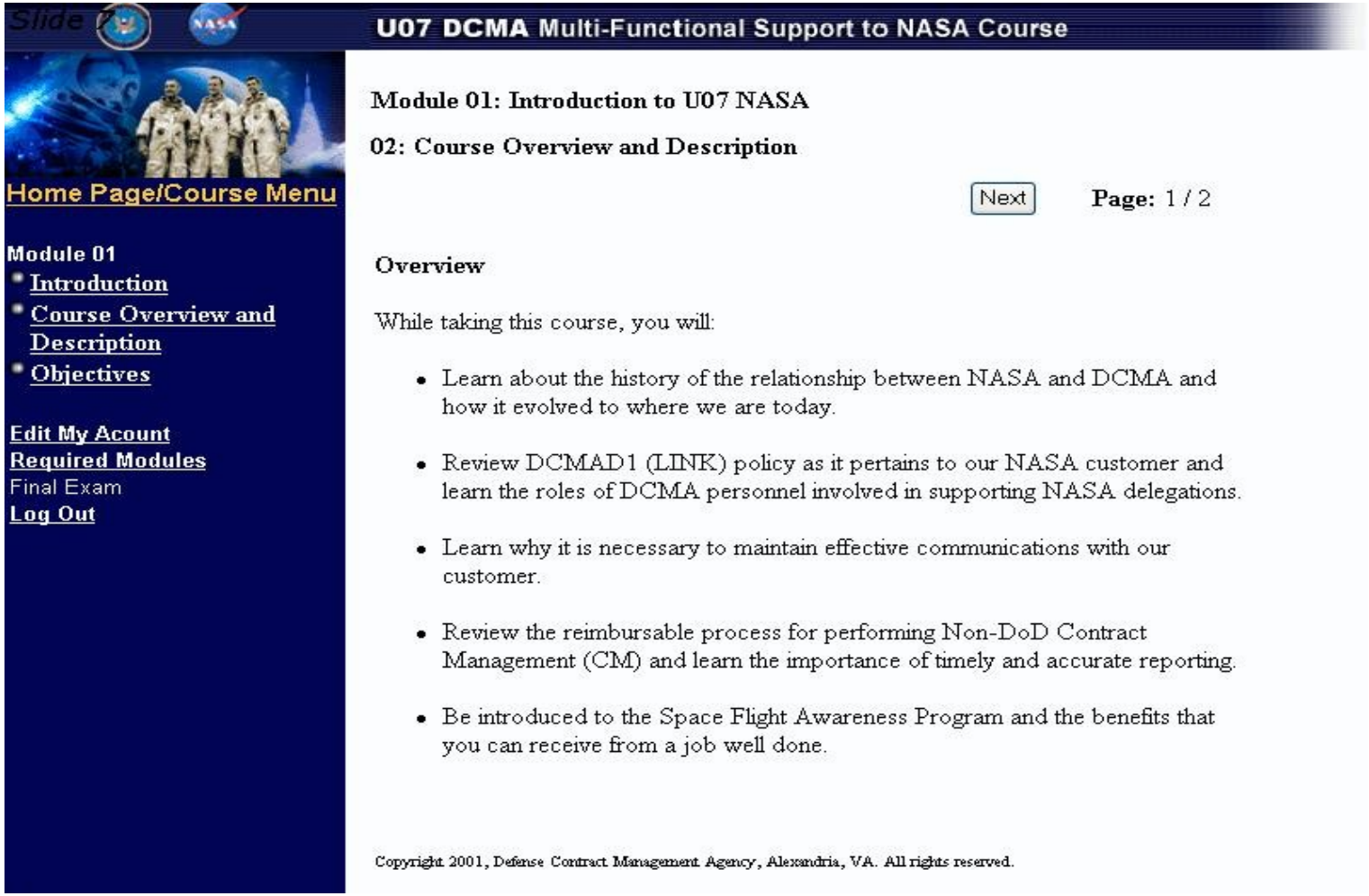
# Module Content

Click on the Introduction link to display the content



# Section Content

## The Section Content is displayed


Slide
U07 DCMA Multi-Functional Support to NASA Course
Home Page/Course Menu
Module 01
Introduction
Course Overview and Description
Objectives
Edit My Acount
Required Modules
Final Exam
Log Out
Module 01: Introduction to U07 NASA
02: Course Overview and Description
Next
Page: 1 / 2
Overview
While taking this course, you will:
Learn about the history of the relationship between NASA and DCMA and how it evolved to where we are today.
Review DCMAD1 (LINK) policy as it pertains to our NASA customer and learn the roles of DCMA personnel involved in supporting NASA delegations.
Learn why it is necessary to maintain effective communications with our customer.
Review the reimbursable process for performing Non-DoD Contract Management (CM) and learn the importance of timely and accurate reporting.
Be introduced to the Space Flight Awareness Program and the benefits that you can receive from a job well done.
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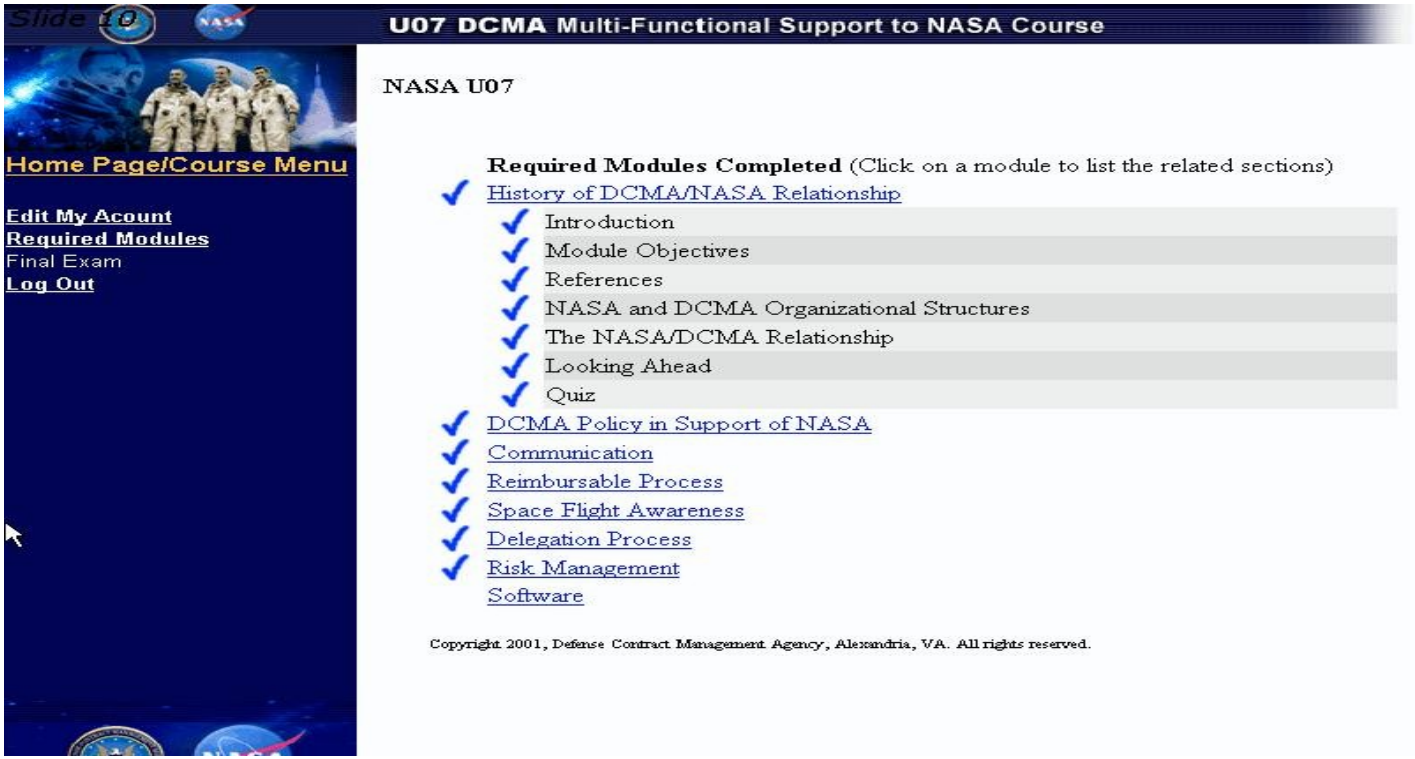
# Required Modules

- Required modules are based on your functional series.
- You can determine which modules are required to complete the course by selecting the “Required Modules” option and viewing the list .
- Click on a module in the list to display all required sections.

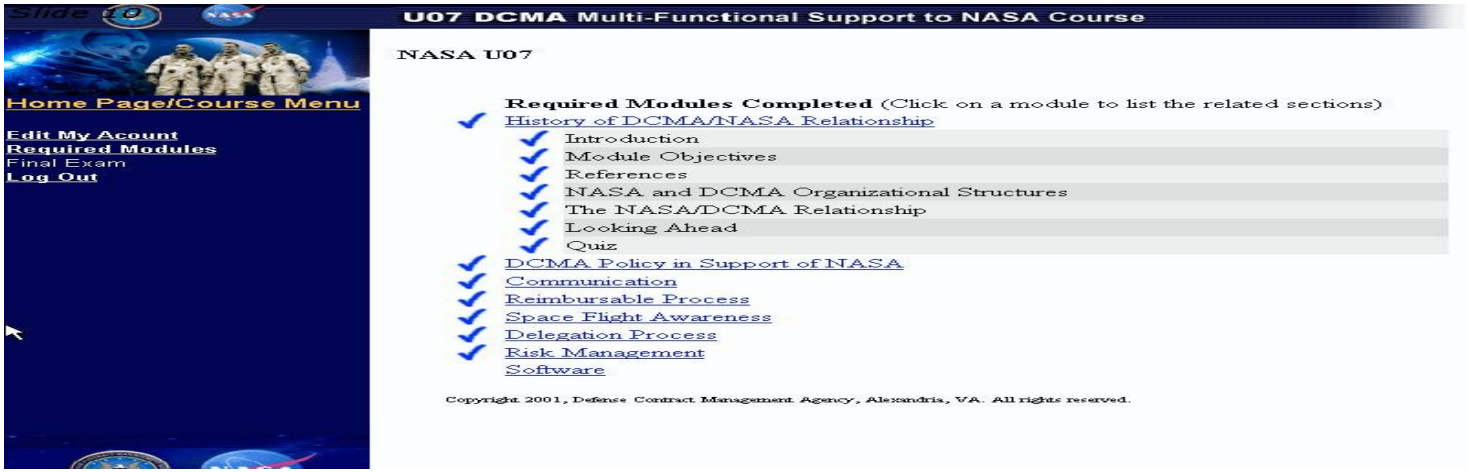
# Required Modules (cont)

As you step through the course, a **blue** check mark appears next to all the sections, modules, and quizzes once they have been completed.



# Required Modules (cont)

- The blue checkmark also allows you to determine your progress or if a module has been missed.



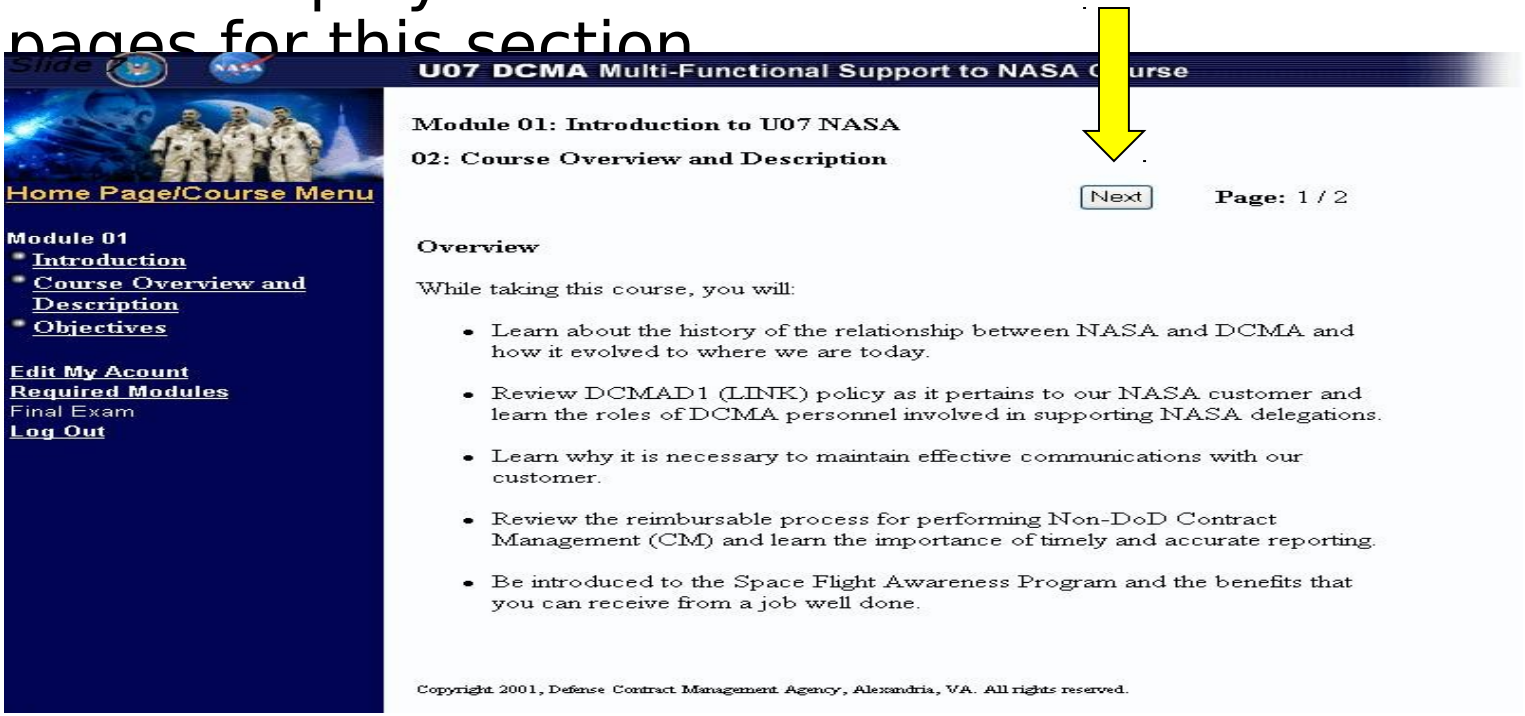

- Although you have access to all the modules in the course, only your required job series modules will be tracked by the system and used for final exam purposes.

# Navigating through the Course

- You may navigate through existing section pages as follows:
  - Select the Next or Previous buttons.
    - The “Previous” button is not viewable on the first page.
    - The “Next” button is not viewable on the last page.
  - Select a different section topic in the Module
- After viewing web links outside of U07, hit the back arrow. If the statement “Warning Page has Expired” comes up, hit the “Refresh” icon, then the “Retry” button to return to the course.

# Navigating through the Course (cont)

- The current page sequence number and the total number of pages are displayed to the right of the navigation button. For example: Page 1/2 means that the content for page number one is displayed out of a total number of two pages for this section.


U07 DCMA Multi-Functional Support to NASA Course
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Next
Page: 1 / 2
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# Navigating through the Course (cont)

You must visit ALL pages within a section to earn a section-completed blue (√) checkmark. You do not have to complete the entire section in one visit. A built-in tracking system keeps track of all the pages visited every time you log into the course.

# Navigating through the Course (cont)

- You may move from or exit the current section page by:
  - Clicking the Home Page/Course Menu link
  - Selecting a different section topic in the Module
  - Selecting the Edit My Account link
  - Selecting the Required Modules link
  - Selecting the Log Out link
- Remember, a module-completed credit will be annotated with a **blue** checkmark when you complete all the sections belonging to the module, including the quiz.
- You must complete ALL required modules and sections prior to gaining access to the final exam.

# Final Exam

- The Final Exam pulls 50 questions from an exam bank of over 300 questions, so no two final exams are exactly the same.
- The Final Exam link is activated once ALL the required modules for your functional series are complete and a blue checkmark appears next to each module and section.
- The final exam will only open when the "Final Exam" title is underlined; indicating that the system recognizes you have completed all the required modules for your functional series.
- Click on the "Final Exam" option link to take the final exam.

# Final Exam (cont)

- The final exam questions are displayed one at a time.
- Answer each question and click the next button to move to the next question.
- Once you start the final exam you should not exit the exam.
- If you exit the final exam, you will have to re-start and the exam questions will be different.
- At the end of the exam a student who receives a passing score will be directed to a course completion certificate screen.

# Final Exam (cont)

- The certificate will contain your name and the exam date.
- The certificate will appear if you achieved the minimum passing score.
- If you have passed the course but are unable to print your certificate, contact the Course Administrator.

# Final Exam (cont)

- Print the certificate in landscape using the print option of your browser by following these steps:
  - From Internet Explorer
    - Select the File menu from the browser window
    - Select the Print option from the File menu
    - Select your printer from the list of printers
    - Click the Preferences button
    - Select the Basics tab
    - Select Landscape
    - Click the OK button from the preferences window
    - Click the print button from the print window

Additional questions should be addressed to your FLS and/or Training Coordinator.